

# Employee Assessment Worksheet for Flexible Work Options

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This assessment is to provide a tool to determine if the employee is a good candidate for a flexible work option. The employee and his/her manager measure the employee on how often he/she meets each criterion. Areas where the employee and manager's assessment don't agree are an opportunity for discussion between the employee and manager. In most cases, if the disagreement can't be resolved, the manager's assessment will be the one used to determine the total score and if the employee is a good candidate for a flexible work option.

5 = always; 4 = usually; 3 = sometimes; 2 = seldom; 1 = never

Criteria for Telework	ASSESSMENT	
A successful teleworker tends to be someone who:	Employee	Manager
Understands the job and can deliver to defined performance measures (i.e. work product, service level agreement)		
Has the training and can comfortably use the technology needed to do the work		
Has successfully performed his/her current job for at least 90 days		
Is able to complete tasks within the given deadlines and does what he/she says he/she is going to do		
Is independent and resourceful, and can make good decisions on his/her own including identifying and overcoming roadblocks to successful completion of task		
Is socially self-sufficient and doesn't need constant reinforcement to feel good about his/her work		
Has good written and oral communication skills and keeps manager and colleagues informed about his/her work		
Has earned the trust of colleagues, managers and customers		
<b>Employee Telework Attribute Score</b> The higher the score the more successful the employee will be teleworking		
A successful teleworker is also someone who:	Employee	Manager
Has the flexibility and desire to work in a remote location		
Has the technology necessary to successfully do the job from home or remote site		
Has the work location (equipment needed and free from distractions) necessary to successfully do the job from home or a remote site		
<b>Employee Telework Desire/Ability Score</b> The employee must rate a 4 or above the above criteria to successfully telework		
Criteria for Compressed Workweek	ASSESSMENT	
A successful compressed schedule worker tends to be someone who:	Employee	Manager
Understands the job and can deliver to defined performance measures (i.e. work product, service level agreement)		
Has successfully performed his/her current job for at least 90 days		
Is routinely able to accomplish work in less than 50 hours per week		
Is able to complete tasks within the given deadlines and does what he/she says he/she is going to do		
Is independent and resourceful, and can make good decisions on his/her own including identifying and overcoming roadblocks to successful completion of task		
Has good written and oral communication skills and keeps manager and colleagues informed about his/her work		
Has earned the trust of colleagues, managers and customers		
<b>Employee Compressed Workweek Assessment Score</b> The higher the score the more successful the employee will be working a compressed work schedule		